VidyoPortal™ and VidyoDesktop™ User Guide

Version 1.4

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Welcome to Vidyo

Video conferencing solutions that just work. Simply. Intuitively. Reliably. Inexpensively. From anywhere.

The VidyoPortal™ is a Web-based environment users can use to manage the VidyoConferencing™ system. Because it is extremely straightforward and intuitive, VidyoPortal enables all participants to easily initiate meetings—via the Web—from anywhere. VidyoPortal's flexible interface features single-click-action buttons that take care of everything required to initiate a conference.

VidyoPortal can be accessed through a range of endpoints that run VidyoDesktop™ or VidyoRoom™.

Also, regardless of the endpoint system being used, VidyoPortal provides a consistent environment that's compatible with Microsoft Internet Explorer, Firefox, and Safari.

This guide details the end-user features of VidyoPortal. You will learn how to:

- Initiate a meeting
- Join a meeting
- Place a direct call to any user in the system
- Easily search for any user by typing the name in the form field
- Browse meetings and users
- Control a meeting
- Manage a personal *My Speed Dials* list
- Edit your account

Separate guides are available for the administrator portal and VidyoRoom.

Supported OS

- Windows XP and Vista
- Mac OS

Minimum Configuration (Encodes CIF and Decodes up to SD)

- Windows XP SP2
- Pentium 4
- 1Gb RAM
- 40 Mb free space on HDD
- Java ver. 1.5

Recommended Configuration (Encodes SD and Decodes up to HD)

- Windows XP SP2
- Core 2 Duo 2Ghz
- 2Gb RAM
- 40 Mb free space on HDD
- Java ver. 1.6

Recommended WebCams:

- Logitech QuickCam® Pro 9000
- Logitech QuickCam® Pro for Notebooks
- Microsoft Lifecam VX-6000

Recommended USB Headset or Echo-Cancelling Speakerphones:

- Logitech USB ClearChat Headset Series
- Plantronics USB Headsets
- ClearOne Chat-50 or Chat-150 Speakerphone
- Phoenix Duet or Solo Speakerphone

As a new Vidyo user, it is helpful to have a basic understanding of the following terms that are used throughout this document:

DESTINATIONS

Places where you may interact with the VidyoConferencing System:

- **VidyoPortal** — The Web interface of the VidyoConferencing System
- **VidyoDesktop** — The Vidyo software client running on your local computer, enabling a user to participate in a conference
- **VidyoRoom** — The dedicated Vidyo endpoint appliance for use in a physical conference room

USERS

Anyone who uses the system. There are five types of users:

- **Admin** — Has administrative privileges. Can add, delete, manage users, set up public rooms, and set up groups (define maximum participants and bandwidth for users).
- **Operator** — Can manage meeting rooms and normal users.
- **Normal** — Can join meetings, control own meeting, and place direct calls. Can change own password, set own PIN number.
- **VidyoRoom** — The dedicated Vidyo endpoint appliance. Has the same rights as a normal user. This guide is targeted toward such end users.
- **VidyoGateway** — End user for portal. Has no personal room.

A PIN Code is a 3- to 10-digit number that meeting participants must enter before being admitted to the meeting room. It can be set and changed by the admin and user.

There is also a provision for guest users. Guest users are users you may invite to a meeting who are not registered with the system. To invite users, simply send them a link to your meeting. Guest users will follow that link and enter their name to be able to join. Guest users only have the ability to join a conference. They do not have the ability to login to the system or receive incoming calls.

MEETING ROOMS

Meeting rooms are virtual rooms where users of the Vidyo system can gather for Vidyo conferences. There are two types of meeting rooms:

- **Personal** — Each user is automatically assigned his or her own personal room. This is the equivalent of a “personal office” in the physical world.
- **Public** — Common public spaces may also be created by the operator and administrator only. These are the equivalent of conference rooms in the physical world.

MEETING ROOMS (OF EITHER TYPE) OFFER ATTRIBUTES

Set by the administrator—such as “maximum bandwidth” and “maximum number of participants.” Rooms may be locked/unlocked and/or PIN-protected. A PIN-protected room requires the meeting invitees to enter the specified PIN in order to be admitted to the room.

GROUPS

Groups are created by the admin in order to manage a common set of privileges and attributes for rooms and users. These attributes include the maximum number of participants and maximum bandwidth. If you need your max participants or max bandwidth adjusted, please contact your admin.

DIRECT CALL

You may directly call a specific user in a direct call. A direct call involves just two users; no additional users can join. When you call a meeting room and there are just two of you in the room, it is similar to being in a direct call. The difference with calling a meeting room is that others can potentially join you in the meeting. This is not so in a direct call. Note that if you are already in a call, you cannot attend a meeting or place a call until you end your current call.

MEETING

A meeting is an audio and video connection of a meeting room with two or more users interacting and sharing their video streams/presentations.

MEETING STATUS

A meeting room may be empty, full, locked, or PIN-protected. The following icons are used to indicate meeting room status:

- **Empty**

- **Full**

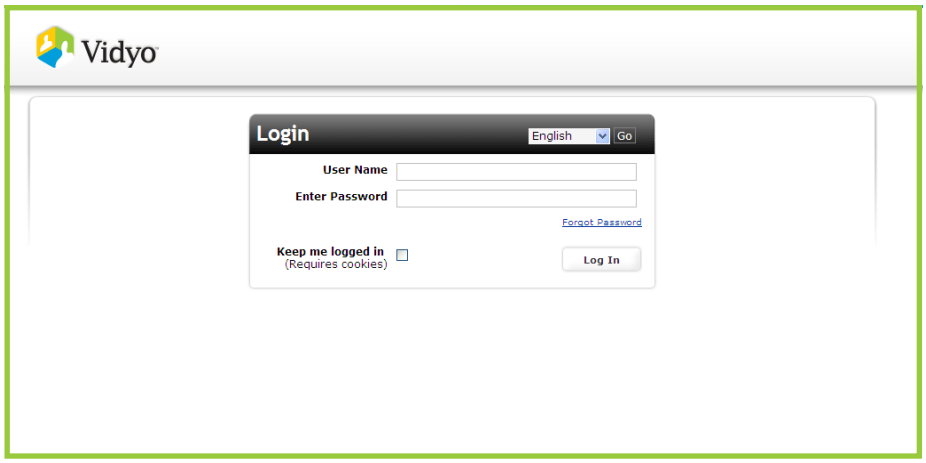
- **Locked**

- **PIN-Protected**

USER STATUS

The user status may show: ***online, offline,*** or ***in a meeting***. *Online/offline* refers to whether they can be reached for a direct call. *In a meeting* refers to whether they are connected to a meeting room or on a call.

To gain access to the VidyoPortal, you must be assigned a user name and password by the administrator. With this information at hand, proceed to the login site (click on the login link).



Language

The VidyoConferencing System is available in nine languages:

- Chinese
- English
- French
- German
- Italian
- Japanese
- Korean
- Portuguese
- Spanish

Your admin sets the default system language, but you may select a language from the dropdown to change your own language preference. Once selected, the screen will change immediately into that language, and the language you've chosen will be your default language. You can also change your language preferences at any time in the *Manage My Account* section. See page 32.

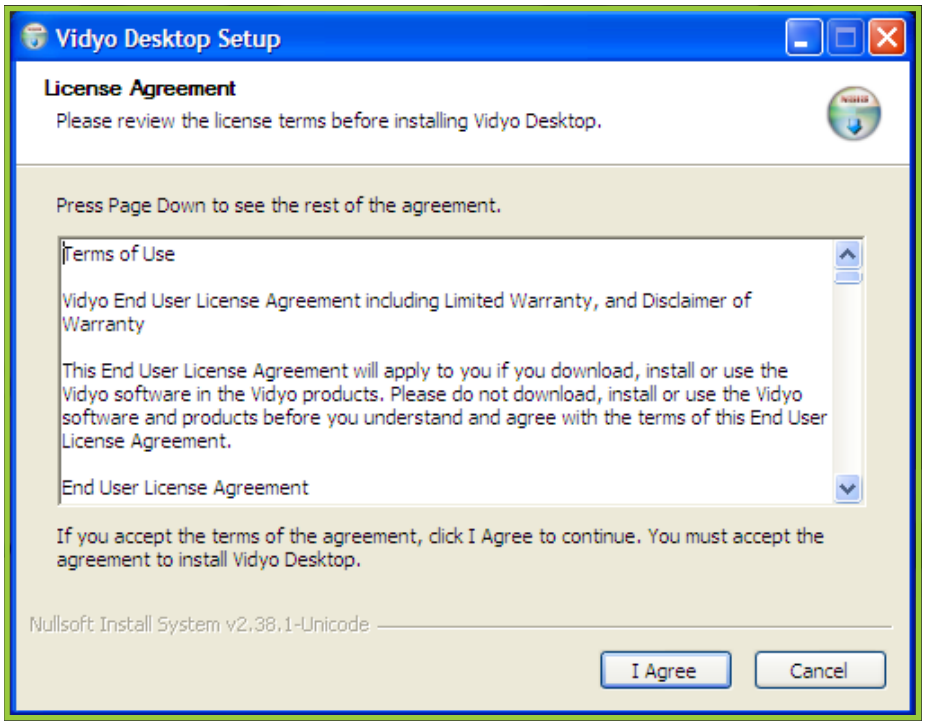
Forgot Password

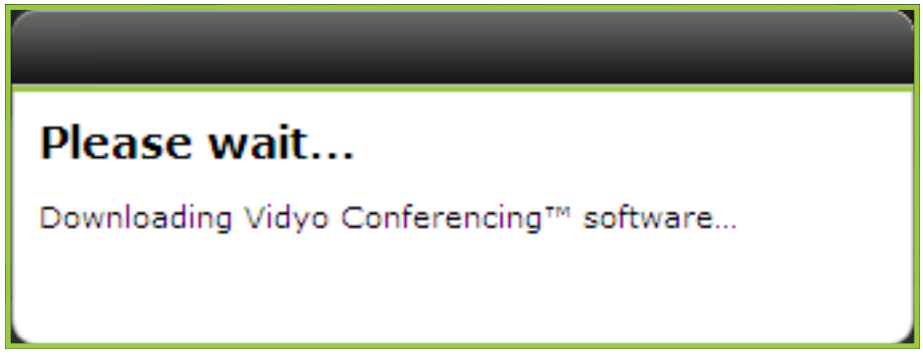
If you should forget your password, you can click on the *Forgot Password* link on the login screen. You will be taken to a new screen where you will need to provide the e-mail address associated with your account. (If you provide an incorrect e-mail address, you will receive an error message indicating your e-mail address is invalid.) After submitting the valid e-mail address associated with your account, a success screen will appear and a link to change your password will be e-mailed to you at the address you provided.

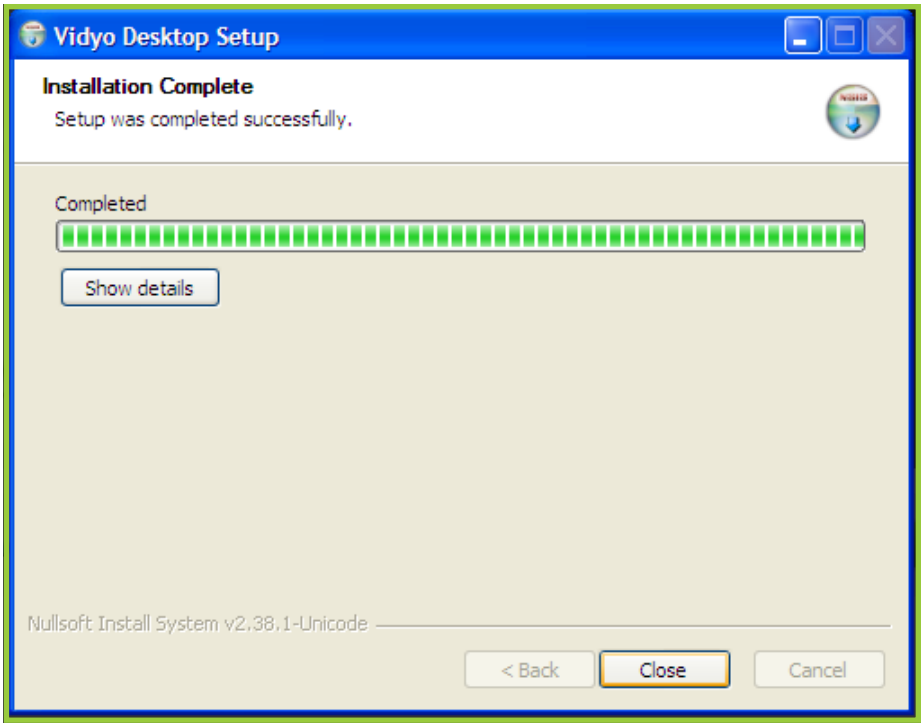
Keep Me Logged In

Selecting the checkbox for "Keep me logged in" enables the system to recognize you when you navigate to the site. This requires enabling cookies on the browser and means that the site will remember your user name and password, bypassing the login process. It is not recommended to select "Keep me logged in" if you are using a public computer. Please note that you cannot be logged in to multiple locations at the same time.

After you first login, you will need to install the VidyoDesktop software. The VidyoDesktop runs locally on your computer and connects to your organization's VidyoPortal. Upon logging in to the VidyoPortal, the system will detect whether or not you have the software installed and whether or not you have the latest version of the software. If needed, the system will download the software for you, and you will be prompted to select your preferred language and complete the install. Follow the messages onscreen and agree to the terms of use to complete the install.


Vidyo Desktop Setup
License Agreement
Please review the license terms before installing Vidyo Desktop.
Press Page Down to see the rest of the agreement.
Terms of Use
Vidyo End User License Agreement including Limited Warranty, and Disclaimer of Warranty
This End User License Agreement will apply to you if you download, install or use the Vidyo software in the Vidyo products. Please do not download, install or use the Vidyo software and products before you understand and agree with the terms of this End User License Agreement.
End User License Agreement
If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install Vidyo Desktop.
Nullsoft Install System v2.38.1-Unicode
I Agree
Cancel





Once installed, a Vidyo icon will appear on your desktop task bar. You can right-click or double-click on this icon to configure or quit VidyoDesktop.

As new releases of the VidyoDesktop software become available, your admin may make them available to your organization. If your admin sets this up, the VidyoPortal will detect if your version is current. If not, it will notify you that it is downloading and installing the latest version.

After you install or upgrade the VidyoDesktop software, you may be taken to the login page and be prompted to login again.

Your personal security/firewall protection software will prompt you to allow/deny running the Vidyo software. Please make sure you select “allow” as part of the software installation.

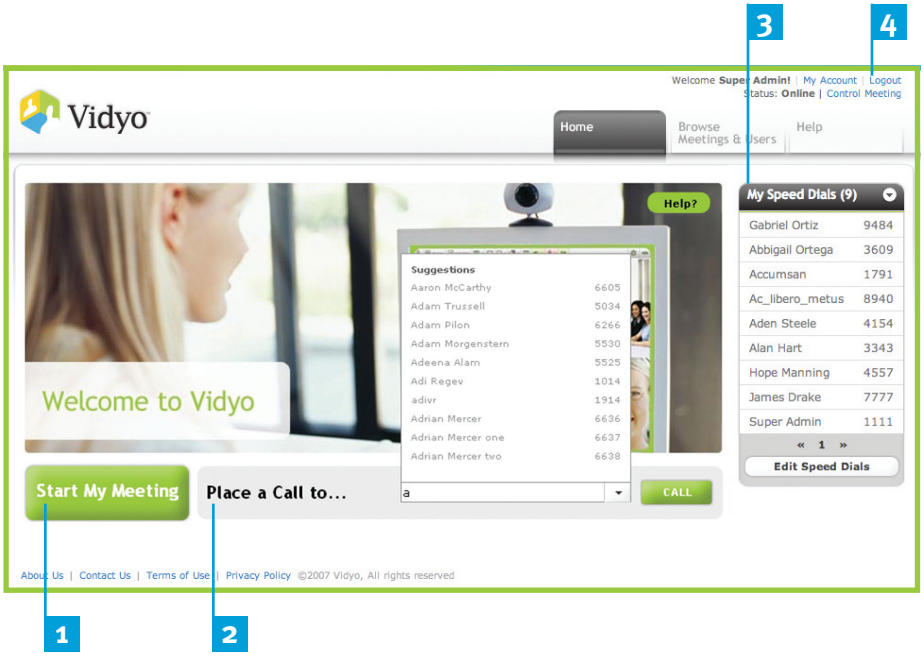
From the VidyoPortal homepage you can easily start a meeting, place a direct call, and manage your speed dial contacts (if you have added users to your speed dials list).

Start My Meeting 1

Place A Call To... Search Box 2

My Speed Dials 3

Utility Links 4



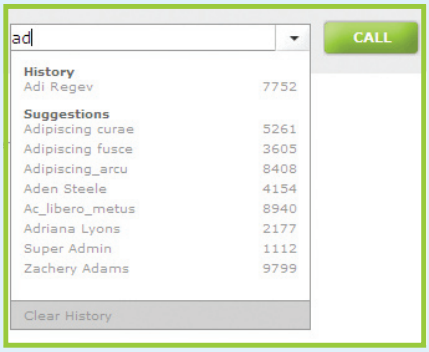
Actions You Can Take From the Homepage:

Start My Meeting: If you want to host a meeting, you can ask participants to meet in your room. To begin the meeting, click on the large *Start My Meeting* button on the homepage.

This will launch the VidyoDesktop software and take you to your meeting room. For more details about using the VidyoDesktop software during a meeting, see page 11.

Place a Call To... Search Box: The first step to either joining a meeting room or calling a user direct is to search for the person/room you intend to call. To find someone to call or a meeting room to join, you can search by:

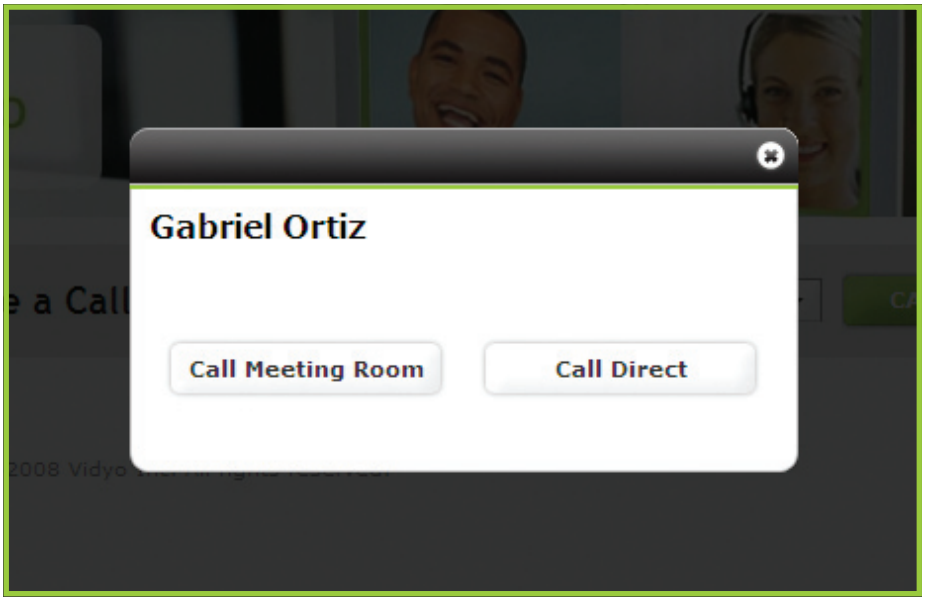
- User's first or last name
- User's initials
- Public room name
- Extension

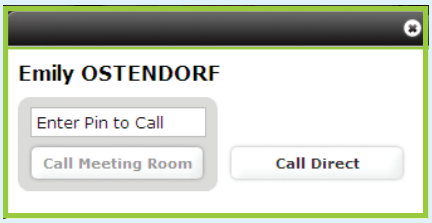


List of History and Suggestions

Typing a few characters brings up a list of suggestions and a list of your history—the entries you have searched for/selected in the past. You can select from these suggestions or continue to type your full entry.

After clicking the name of a user or personal room, click the green *Call* button. An overlay box detailing the user's online/offline status will appear and the rest of the screen will darken.

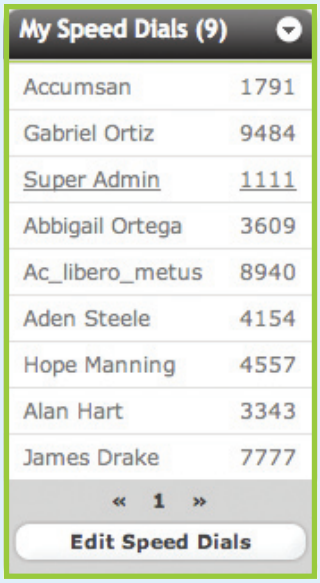




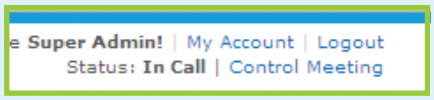
Call Meeting Room / Call Direct

Depending on the user's status, different options will be available to you in the overlay screen, the most common of which are the choices of *Call Meeting Room* or *Call Direct*. (Remember that a direct call involves just two users; no additional users can join. When you call a meeting room and there are just two of you in the room, it is similar to being in a direct call. The difference with calling a meeting room is that others can potentially join you in the meeting. This is not so in a direct call.) Other statuses/attribute choices:

- If the user is online, you may click the button that says *Call Direct*. You will then be placed in a point-to-point call through the VidyoDesktop.
- If the user is online or offline, you may click the button that says *Call Meeting Room*. This will launch the VidyoDesktop. If the room is locked or full, the *Call Meeting Room* button will be grayed out/inactive. You cannot join a locked room.
- If a PIN code is required for the meeting room, you must enter it before being admitted to the meeting. The *Call Meeting Room* button will be grayed out/inactive until you enter the appropriate PIN.
- If the person is not online or in a meeting, the *Call Direct* button will be grayed out/inactive.



List of History and Suggestions



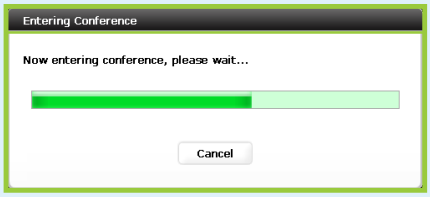
Utility Links

Clicking on the name of a Public Room will bypass the overlay process because there is no option to call direct. Unless the room is full or locked, you will be directly connected with the meeting.

My Speed Dials: You can create a custom *speed dials* list of commonly called numbers. Your saved speed dials appear here on the homepage when logged in, and are also accessible from the *My Account* page. Note that you must add users to speed dials before they will appear in your *My Speed Dials* list. (To add users to your speed dials, see *Browse Meetings and Users* on page 25.) You may click on the user's name to place a direct call; an overlay screen will appear as previously outlined. You may also click on the *Edit My Speed Dials* button to reorder and delete speed dial contacts. Then click the arrows to reorder your list.

Utility Links: In the top right corner of the site, you have the following links available to you:

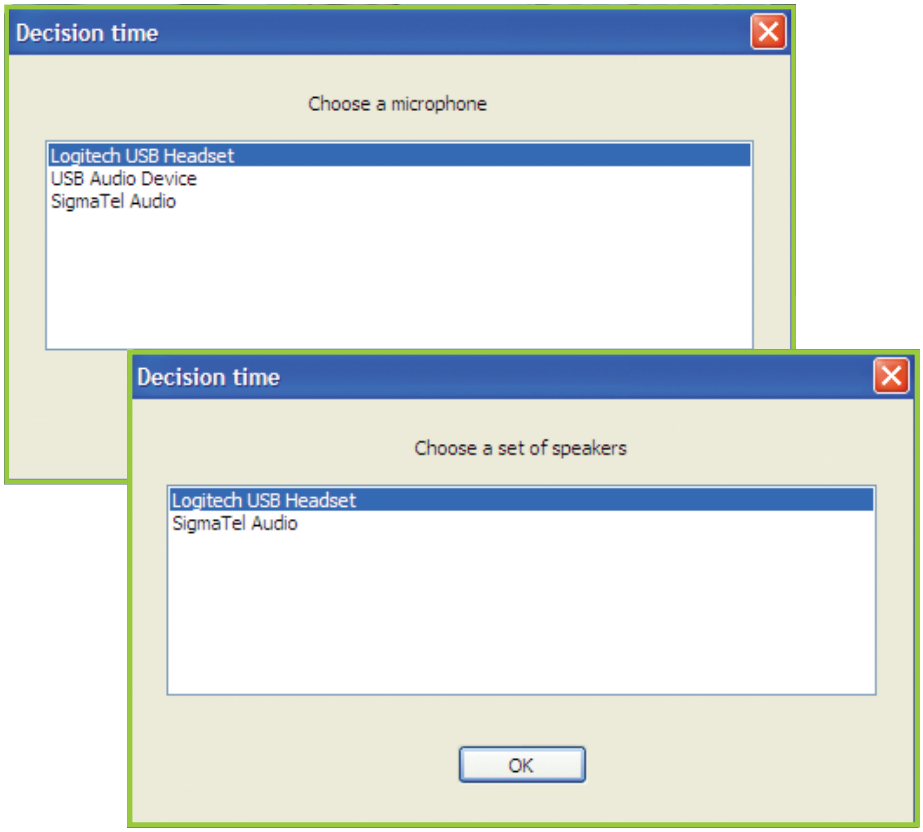
- **My Account** – Select *My Account* to change your password, set/change the PIN for your personal room, and manage your speed dials list. Note that *My Account* is grayed out when in a meeting, as PIN and password changes are not permitted while you are in a call.
- **Logout** – This link only appears when you are signed in to the site. You can click on Logout to sign out of the site.
- **Control Meeting** – This link is always available, even when no one is in the room. From the Control Meeting page you can lock the room, mute/unmute participants, and disconnect participants.

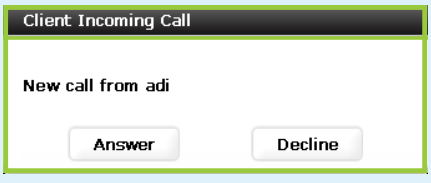


Progress Bar

Upon starting or joining a meeting, the VidyoDesktop software will open, and a progress bar will appear.

If there is a change in your camera or audio settings, you may be prompted to select the webcam and microphone/speakers you want to use.





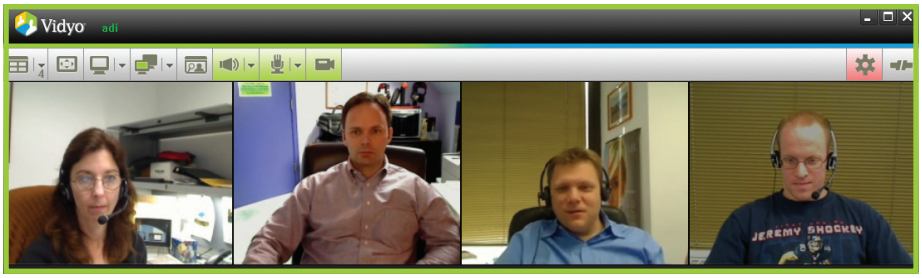
Client Incoming Call

If a person calls you direct, you will receive a prompt through the VidyoDesktop saying who is calling and buttons to accept or decline the call will appear.

Once your call or meeting is in session, you may take several actions, including adjusting audio/video streams, showing your screen, and disconnecting the conference.

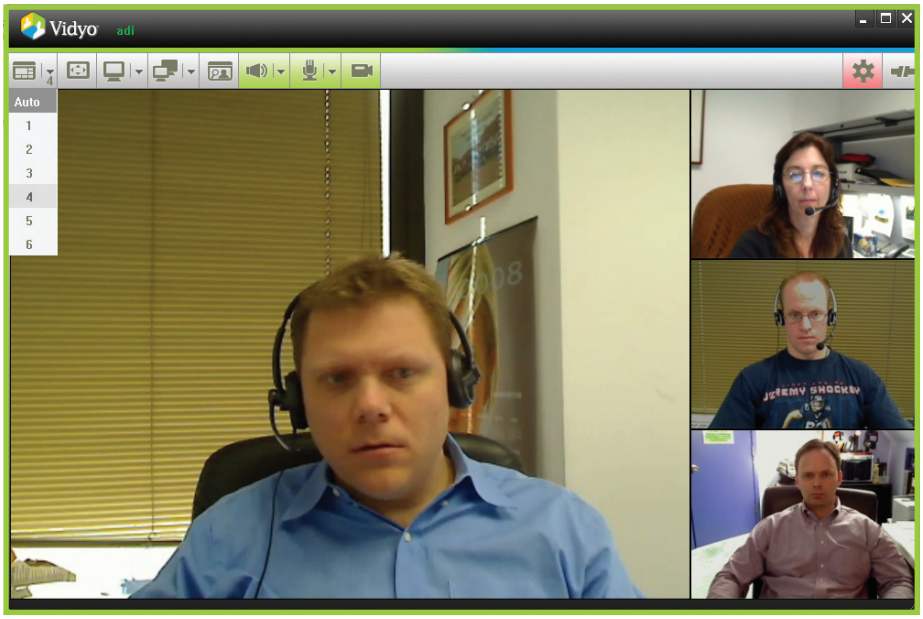
Overview of the VidyoDesktop Window and Toolbar

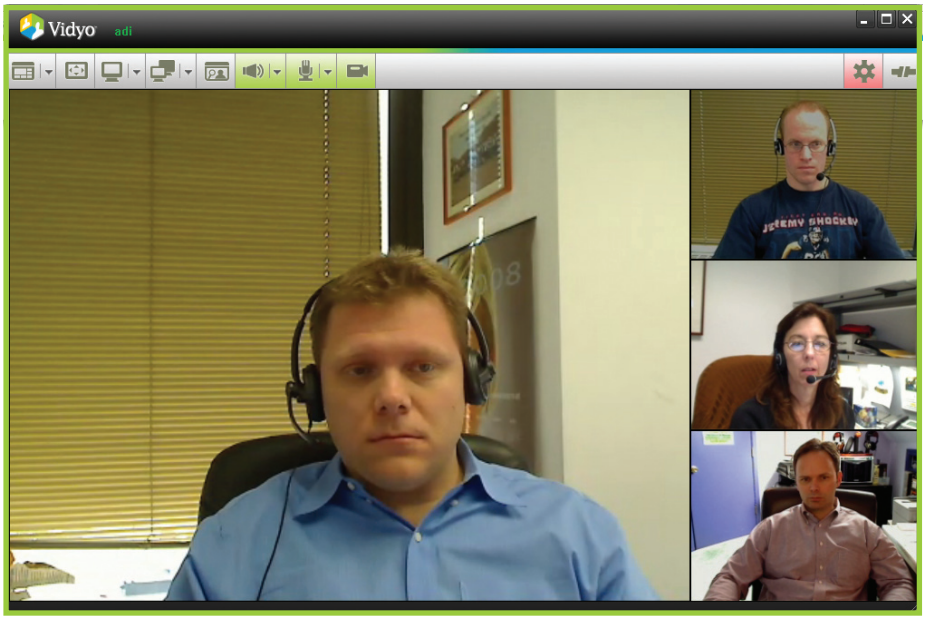
The VidyoDesktop window can be stretched and custom-sized to create an optimal viewing experience. When the window is smaller, you can drag your mouse over the user's video and pan to see a larger area than what's displayed in the window. The toolbar across the top of the window features button controls. All buttons result in actions when clicked. Some buttons allow you to toggle between actions, and others have dropdown arrows beside them to offer more granularity of options. An introduction to the VidyoDesktop toolbar buttons follows.



Layout

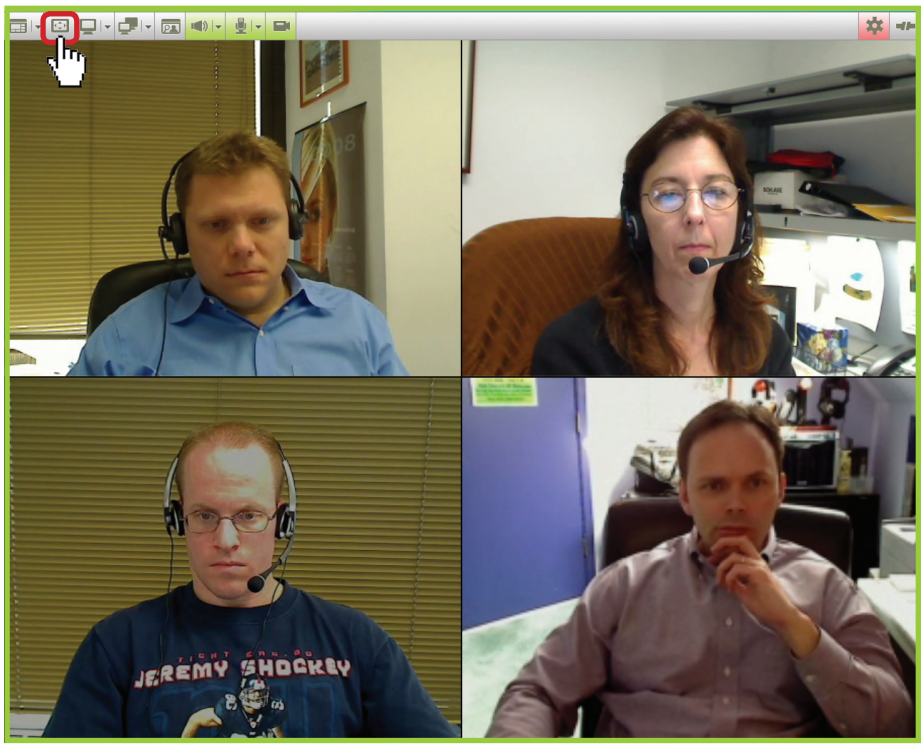
Choose from screen configurations from the dropdown, including *Auto* mode, or screen configurations for 1-8 screens. Clicking on the Layout icon itself changes the screen to *Preferred* mode, in which the person who is speaking has the largest screen real estate. In *Preferred* mode, the participant shown in the largest screen changes as the speaker changes. You may also stretch and resize the VidyoDesktop window to change the size and presentation of the layout.





Full Screen

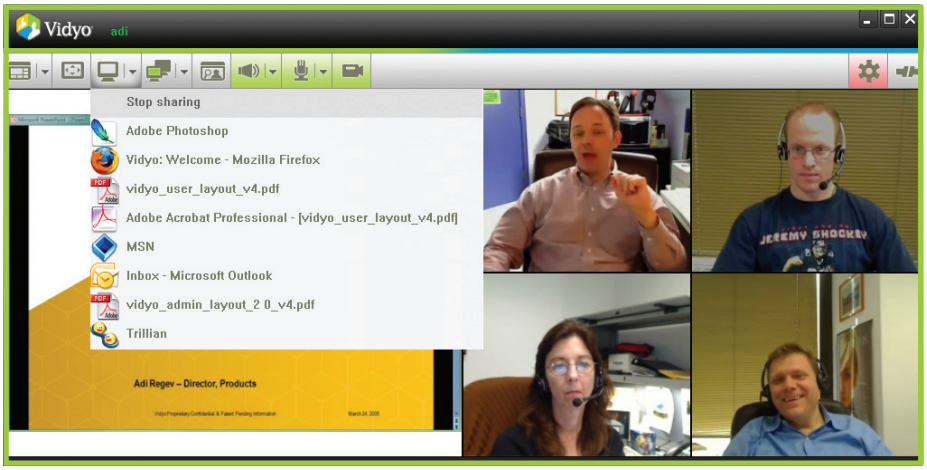
Clicking on the Full Screen toggles the screen between sizing the window to utilize the entire screen real estate and restoring the window to the previous size. When in *Full Screen* mode, the toolbar is hidden unless you mouse over the screen.

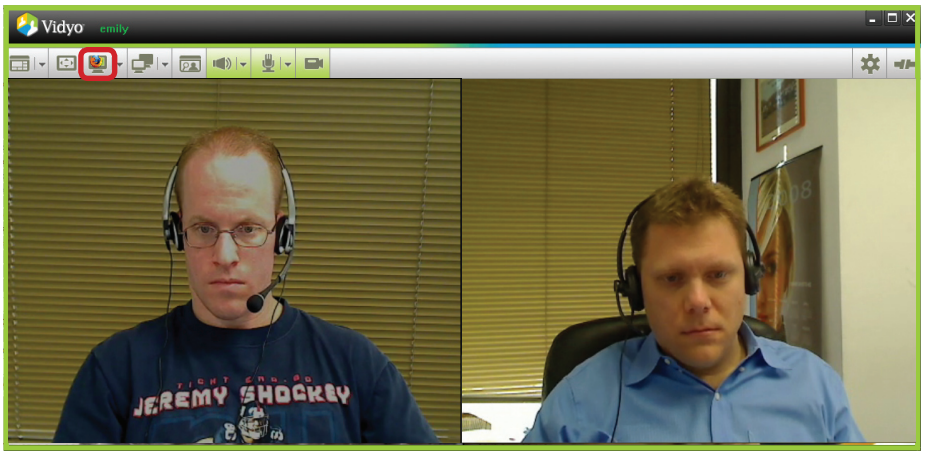


Share Screen

Participants can share applications on their computers by clicking the Share button. Clicking on the button itself toggles between sharing and stopping the share. Click on the dropdown arrow to select from the open applications on your local machine to share with other meeting participants. You will not see the screen you're sharing in the VidyoDesktop window, but you will know what you're sharing based on the software icon displayed within the Share Screen icon.

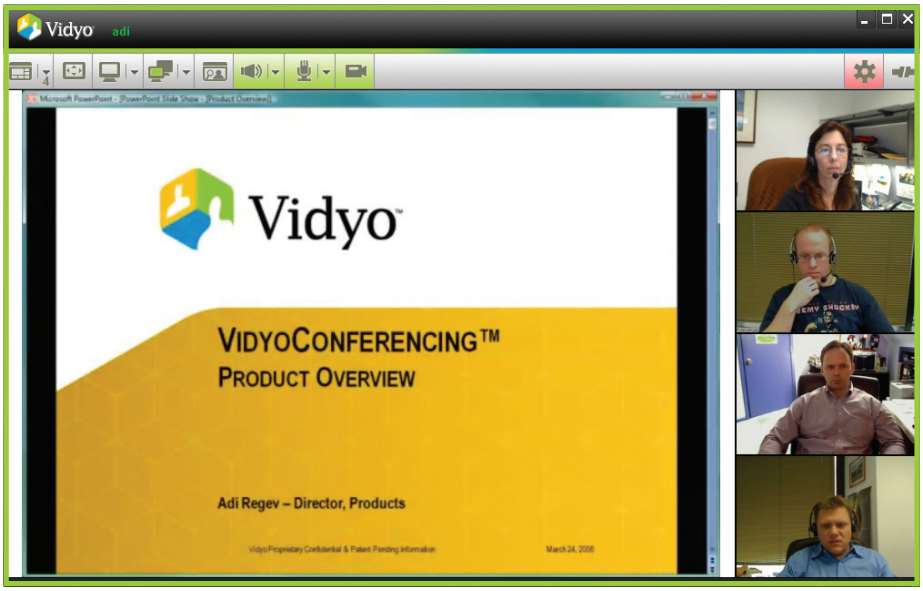
Tip: To more easily view shared presentations and documents on-screen, set your layout to preferred mode.



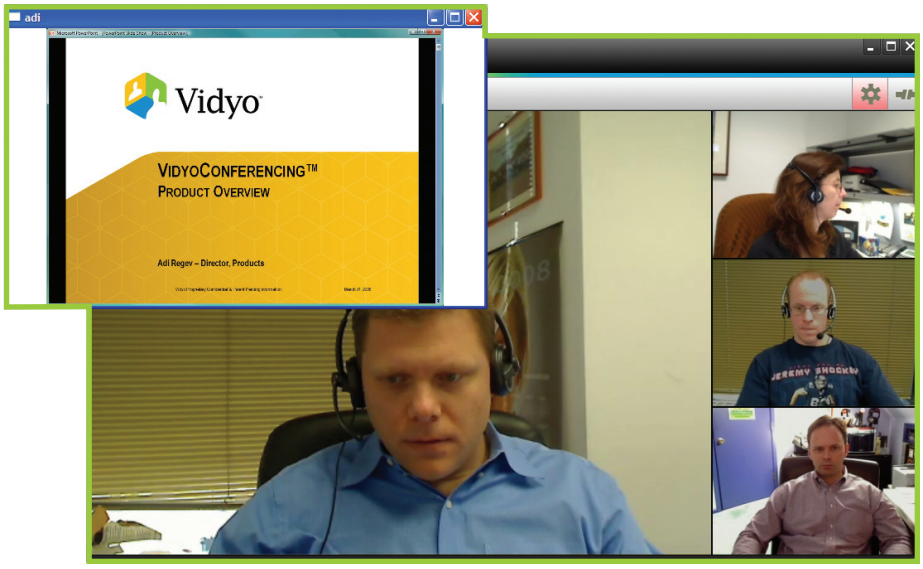


When another participant is sharing an application, it will show on the VidyoDesktop window. When layout is set to *Preferred* mode, the shared application appears largest. You may undock the shared screen (i.e., view it as a separate window) and re-dock the shared screen (i.e., snap it back into the main VidyoDesktop window) by double-clicking the contents of the application window.

DOCKED

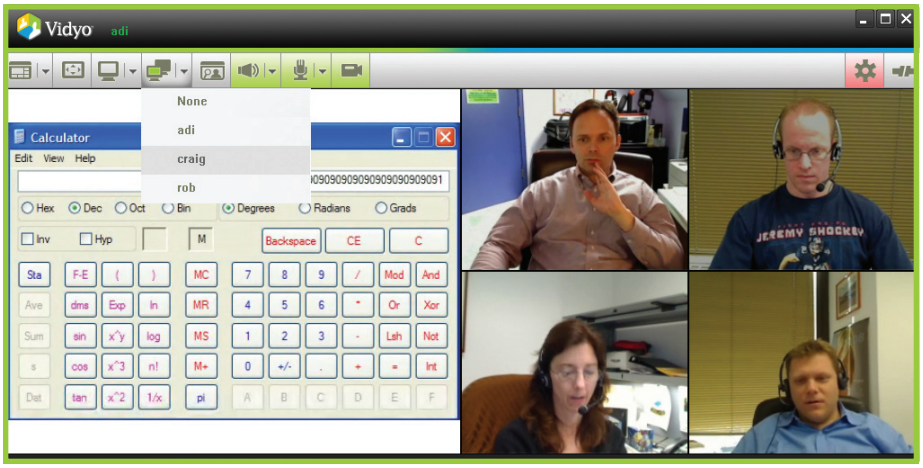


UNDOCKED



Toggle

Many participants may share their screens, but you may only view one screen at a time. When shared applications are available from multiple participants, the Toggle button turns green, indicating a share is available. You may toggle between multiple applications using the Toggle button. Click on the button itself to cycle through the available shares. Click on the dropdown arrow to select a specific share from all available shared applications. The first option in the dropdown is always *None*. Selecting *None* means that you will not see any shared applications in the VidyoDesktop window.



Preview

To see your own video feed, click the Preview button. Your picture will be included in the screen layout. Click the preview button again to remove yourself from the layout and only view the other meeting participant(s).

Volume

Click on the speaker button to mute/unmute the sound you're hearing. Button will turn red when mute is on. Or use the dropdown to change the volume levels and the checkbox to mute/unmute.

Mute

Mic

Click on the Microphone button to mute/unmute the sound you're broadcasting. The button will turn red when mute is on. Or use the dropdown to change the mic levels and the checkbox to mute/unmute.

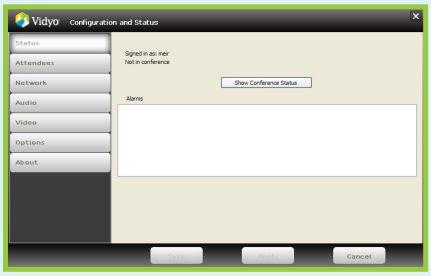
Mute

Privacy

Click on the Camera button to stop the video you're sending (i.e., privacy mode).

Configuration

The Sprocket button turns red when there is an alarm and indicates that your settings need attention. Click the Sprocket button to configure your VidyoDesktop, including *status, attendees, network, audio, video, language,* and *about*. The following settings are accessible when Not in Conference as well. You may access the settings by double clicking the VidyoDesktop taskbar icon .



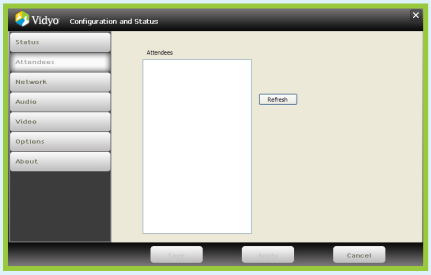
Status

STATUS

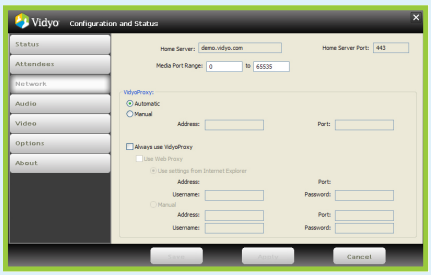
This tab indicates if you are in a conference, with whom, and your current bandwidth. **It also features a display of any alarms, which may include:**

- ***High CPU utilization limits quality of conference*** – CPU utilization has been elevated for an extended period of time. You should try quitting applications other than VidyoDesktop. If the problem persists:
  - If using a camera with a USB connection, make sure the camera is plugged directly into the computer
  - If using a notebook, verify that power management is not set for low CPU performance
  - Make sure the camera is being used with the latest drivers available for it
  - Make sure that your computer meets the minimum or recommended configuration for running the VidyoDesktop

- ***Insufficient network send bandwidth limits quality of own video*** – If this message appears for long periods of time, you should verify the quality of your video with the other users on a conference. Moving the *send slider*, located on the status tab of the configuration dialog, one or two steps away from the auto position and towards the safe position may improve the video but will not dismiss the warning. (**Note:** Users with high-performance CPUs such as Core 2 Duo and slow network connections may see this alarm frequently.)
- ***Insufficient network send bandwidth limits resolution of own video*** – If this message appears for long periods of time, you should verify the level of detail of your video with the other users on a conference. Moving the *send slider*, located on the status tab of the configuration dialog, one or two steps away from the auto position and towards the safe position may improve the video and clear the warning. (**Note:** Users with high-performance CPUs such as Core 2 Duo and slow network connections may see this alarm frequently.)
- ***Insufficient network receive bandwidth limits number of viewable participants*** – You are not able to observe as many other users in a conference as would otherwise be allowed by the performance of the CPU. You can activate the Layout button dropdown menu to observe the maximum number of users that can currently be viewed. Moving the Receive Slider, located on the status tab of the configuration dialog, one or two steps away from the auto position and towards the safe position may increase the number of viewable participants.
- ***Excessive delays while sending own video*** – Video received by the other users on a conference may be delayed. Moving the Send Slider, located on the status tab of the configuration dialog, one or two steps away from the auto position and towards the safe position may decrease the delay and clear the warning. This alarm is not as critical as the other alarms, and can be ignored provided you are not perceiving a degradation in the quality of the conference.
    - ***Transmit or receive slider on status tab of configuration dialog not on auto setting*** – This alarm is provided to remind you that either the send or receive sliders, located on the status tab of the configuration dialog, have been moved away from the auto position. You may want to reset the sliders, provided that no other alarms are showing and the quality of the conference does not appear to be optimal.
    - To the right there is a button which launches a debug window.



Attendees



Network

ATTENDEES

This tab shows a list of participants in conference.

NETWORK

This tab shows the home server and port being used. A media port range can be configured to limit the media ports used for the call.

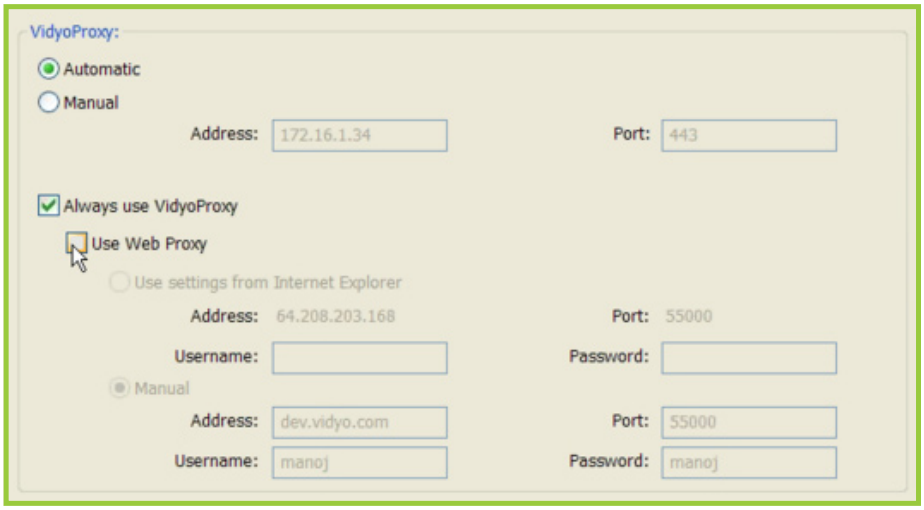
The VidyoProxy section is used to configure the VidyoDesktop to operate behind firewalls, NATs, and web proxies, which limit the traffic to specific ports and protocols – commonly port 80 for HTTP and port 443 for HTTPS.

A VidyoProxy address is typically provided by the server, if the server is configured to support NAT and firewall traversal. If a VidyoProxy address is available to the VidyoDesktop, the VidyoDesktop will first try to connect directly using UDP ports, and if that fails it will then retry to connect using the VidyoProxy as mediator and traversing the firewall/NAT on specific TCP ports.

Clicking Always use VidyoProxy forces the client to use the VidyoProxy, if available. If set and if the VidyoDesktop finds a VidyoProxy address, it will immediately try to use it, without first trying to connect directly.

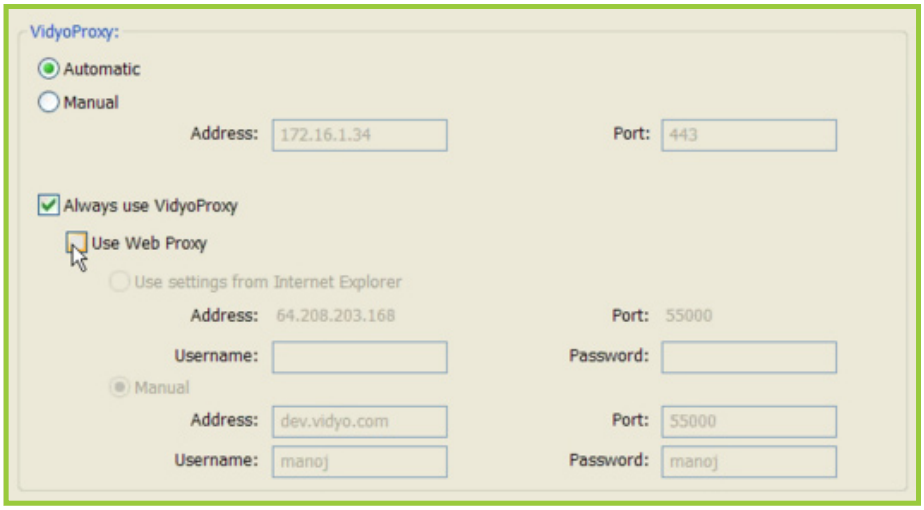
- By default, Vidyo will enable automatic connection for VidyoProxy to use.

- If the server is configured to support NAT and firewall traversal, a VidyoProxy address is provided by the server.
- If you would like to manually set the VidyoProxy address, overriding the server-provided address and port, you can do so by setting the VidyoProxy to Manual and entering in the IP Address and Port #.

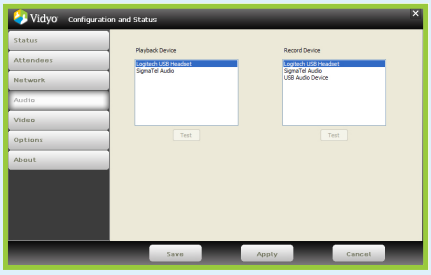


- If your network requires the traversal of a web-proxy, set the *Use Web Proxy* option. To traverse web-proxies, the VidyoProxy must be used.

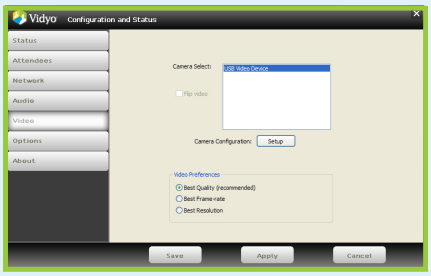
- To use the web proxy settings used by the Internet Explorer browser on your machine, select the radio button beside User Settings from Internet Explorer.
- If your web proxy requires a user name and a password, you will need to manually enter those under the Username and Password fields.



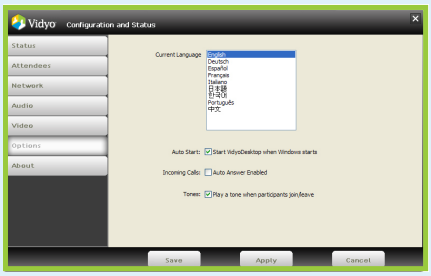
- To manually set the web proxy settings, select the radio box beside Manual and enter your IP address, Port, Username, and Password settings there.



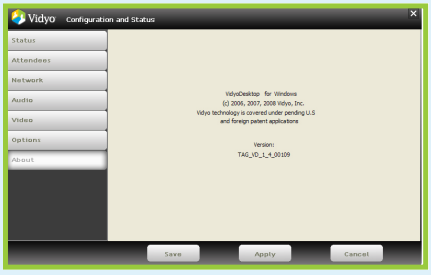
Audio



Video



Options



About

AUDIO

This tab shows the available playback and record devices associated with your personal computer. You may select the devices you wish to use. The changes will take effect the next time you place a call.

VIDEO

This tab shows the available cameras associated with your personal computer. To configure your camera, select the Setup button. A pop-up will appear, allowing you to adjust brightness, contrast, saturation, etc.

- ***Best Quality*** – recommend for best user experience
- ***Best Frame-Rate*** – allows encoding software to encode at 30fps for resolutions higher than VGA
- ***Best Resolution*** – allows encoding software to encode higher resolutions

OPTIONS

Check boxes are available to start VidyoDesktop when Windows starts, auto-answer incoming calls, and play a tone when a participant joins or leaves a meeting. The VidyoConferencing System is available in nine languages:

- Chinese
- English
- French
- German
- Italian
- Japanese
- Korean
- Portuguese
- Spanish

Select your preferred language from the list and click Save. Changes will take effect immediately during your Vidyo session. This will not affect the language of the portal.

ABOUT

Information about the software

Disconnect

Choose the disconnect icon to end your session.

Search Box 1

Filter by Public Rooms / Personal Rooms / Users 2

Legacy Device 3

Name 4

Extension 5

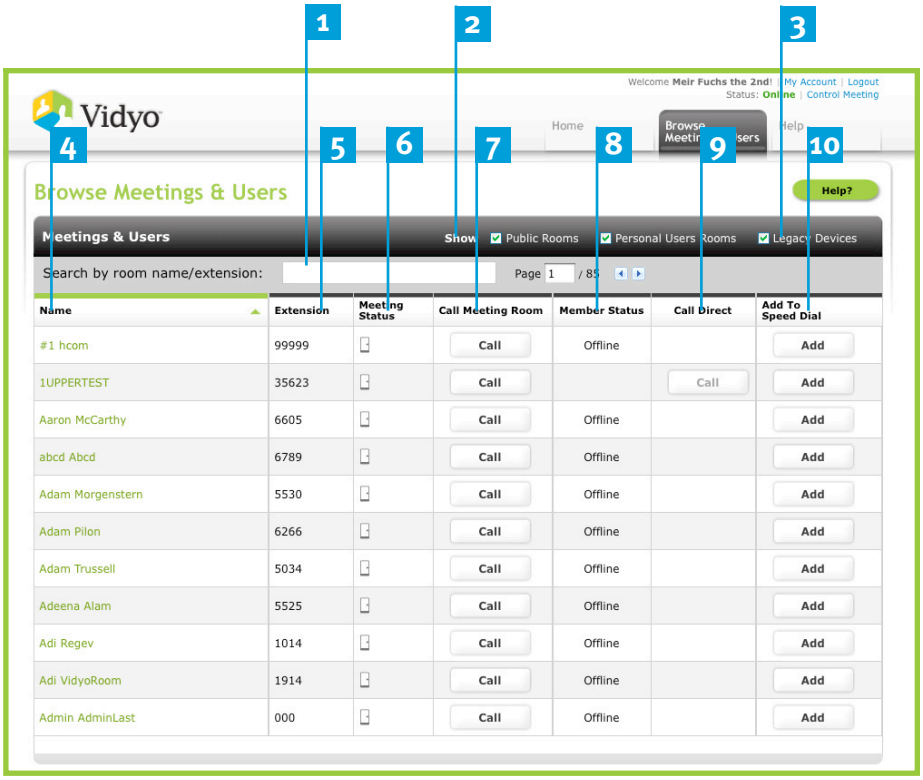
Meeting Room Status – Locked, Unlocked, PIN-Protected 6

Call Meeting Room 7

User Status – Offline or In a Meeting 8

Call User Direct 9

Add/Remove to Speed Dials 10



The *Browse Meetings and Users* page provides a table of useful information.

Search

Fast search capability for users or meeting room names. Typing a few characters brings up a list of suggestions and a list of your history—the entries you have searched for/selected in the past. You can select from these suggestions or keep typing your full entry.

- Filter by room type or status, and legacy device. Results will be specific to those filters settings.
- Click on the *Letter* in the left column for the Name column to scroll to that letter.

Name

Click on the arrow beside *Name* to organize the name list from Z-A or A-Z.

Meeting Room Status

Icons in the status column indicate:

- If meeting room is empty
- If meeting room is full
- If meeting room is PIN-protected
- If meeting room is locked

Call Meeting Room

You can call a meeting room by selecting the Call button in the *Call Meeting Room* column. If the room is locked or full, no Call button will appear in this column. If the room is a personal meeting room, the overlay box will appear and the screen will darken. (For more details on the overlay, see page 9.) If the room is a public room, you will bypass the overlay process because there is no option to call direct. Unless the room is full or locked, you will be placed directly into meeting.

User Status

If a user is online, you will see his online status indicated in this column. If the user is offline you may not call him direct or join his meeting. If the user is in a meeting, you may not call him direct, but you may join the meeting, provided the room is not full or locked, and you know the PIN code, if applicable.

Call User Direct

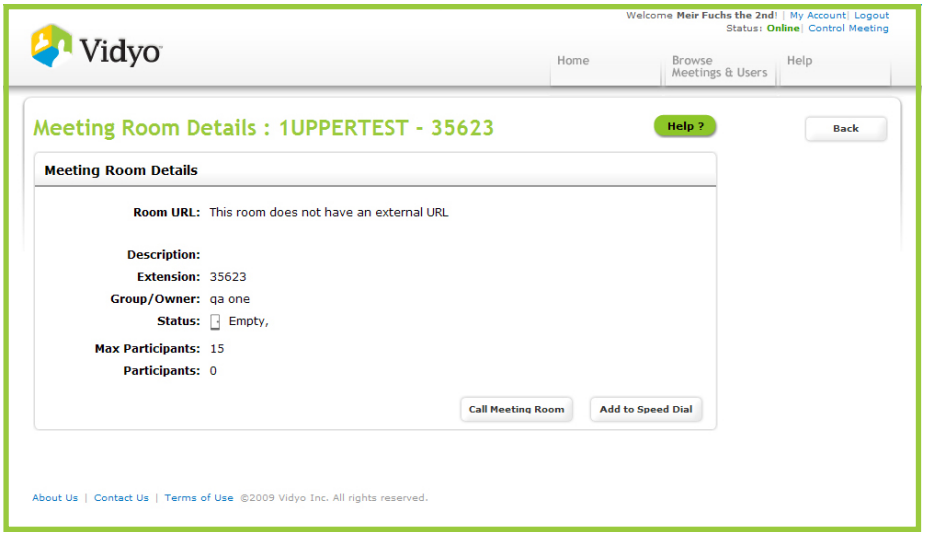
If a user is online, you will see a Call button in the *Call Direct* column next to the user's name. Click this button to enter into a point-to-point call with the user. Do not be confused by the Call button in the Call Meeting Room column—that is for meetings of three or more users. You may only have point-to-point calls with individual users/personal rooms. If the user is offline or in a meeting, no call button will show, as you cannot call someone direct who is offline or already in a meeting. If the listing is a public room, no Call button will show, as you cannot call public meeting rooms direct.

Add to Speed Dial

To add users to your speed dials, click on the Add button in the far right column next to their name. To remove users from your speed dial, click the Remove button in the far right column. Users you have added to speed dial will appear on your *My Speed Dials* on the homepage when you're logged in. They also appear in *My Account*.

Legacy Device

If a legacy device has been entered with the dial string, the system will automatically be able to recognize the legacy device. The legacy device will behave like a user, allowing the user to directly call the legacy device or add the legacy device to the speed dial list.


Vidyo
Welcome Meir Fuchs the 2nd! | My Account | Logout
Status: Online | Control Meeting
Home
Browse Meetings & Users
Help
Meeting Room Details : 1UPPERTEST - 35623
Help ?
Back
Meeting Room Details
Room URL: This room does not have an external URL
Description:
Extension: 35623
Group/Owner: qa one
Status: Empty,
Max Participants: 15
Participants: 0
Call Meeting Room
Add to Speed Dial
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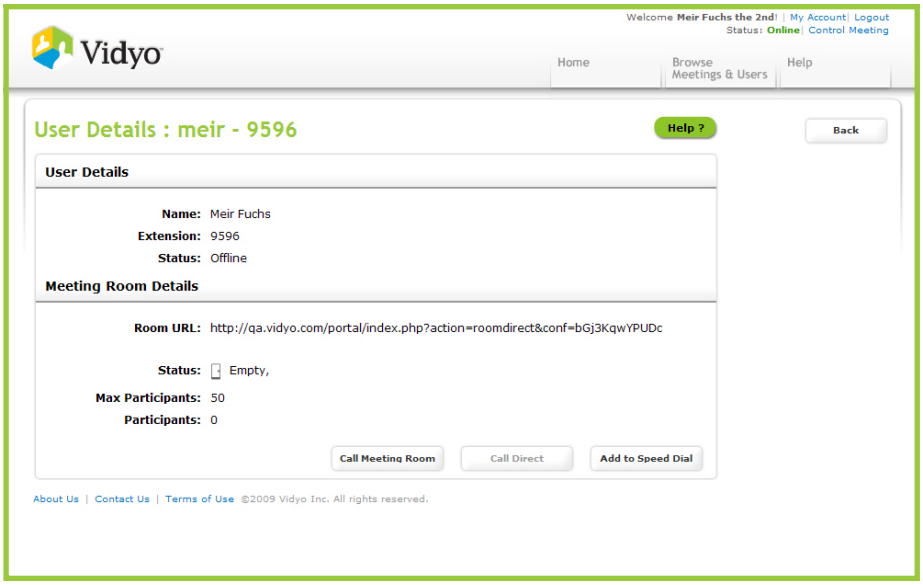
The owner of the public room may lock it after all the participants have entered to prevent others from joining. Others cannot enter a room after it has been locked. If the room is left unlocked, users may freely join it. For more information about locking/unlocking rooms, see the *Call Meeting Room* section on page 26.

Click on the room's name to view:

- Room URL
- Description
- Extension
- The owner
- The status: *Empty, Locked, PIN-Protected, Full, Active*
- The maximum number of participants
- The number of the participants currently in the room
- Field to enter PIN if room is PIN-protected

Features of the room details page allow you to:

- Call the Meeting Room (if room is locked or full, this button will be grayed out)
- Add/Remove the room to/from Speed Dials

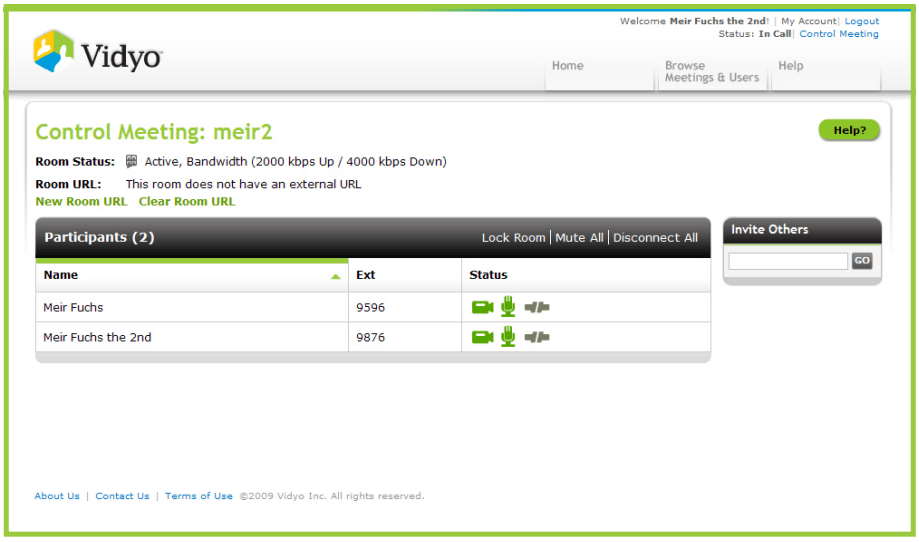


Click on any user to see his status and view details:

- Name
- Extension
- User Status: *Offline, Online*
- Meeting Room Status: *Empty, Full, Locked, PIN-Protected* and/or *Full.*
- Room URL
- Maximum number of participants
- The number of participants currently in user's room
- Field to enter PIN if room is PIN-protected

Features of the user details page allow you to:

- Call the user's Personal Room (if room is locked or full, this button will be grayed out)
- Call the user direct (if the user is offline or in a meeting, this button will be grayed out)
- Add/Remove the user to/from Speed Dials
- View the Room URL option


Vidyo
Welcome Meir Fuchs the 2nd! | My Account | Logout
Status: In Call | Control Meeting
Home
Browse Meetings & Users
Help
Control Meeting: meir2
Help?
Room Status: Active, Bandwidth (2000 kbps Up / 4000 kbps Down)
Room URL: This room does not have an external URL
New Room URL Clear Room URL
Participants (2)
Lock Room | Mute All | Disconnect All
Invite Others
GO
Name
Ext
Status
Meir Fuchs
9596
Meir Fuchs the 2nd
9876
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Once in session, you may control your own meeting via the VidyoPortal by clicking on the *Control Meeting* link in the top right corner of the page. At the top of the *Control Meeting* page you'll find a room link, a Web address that you may copy and paste to send to users to join the meeting. You will also see:

- A summary of status
- New Room URL
  - Add expiration of Room URL
  - Select *New Room URL* to have the system create a new Room URL. The system will deactivate the previous Room URL and provide a new one.
  - Deactivates the old Room URL
- Clear Room URL
  - Select *Clear Room URL* to disable any previously generated Room URL. This will deactivate the Room URL.
- List of participants
- The global actions *Disconnect All, Mute All,* and *Lock Room*
  - Select *Disconnect All* to disconnect all attendees in the meeting. This will immediately end attendees' participation in the video conference.
  - Select *Mute All* to silence all participants' microphones.
  - Select *Lock Room* to prohibit anyone else from entering the room.
- Individual status/action icons for each participant

Status/Action Buttons:

- **Stop/start video feed** – Click on the Camera button to stop/start the video for any attendee. When privacy mode is ON (using privacy) the camera will be red with a slash through it and when privacy mode is off (not using privacy) the camera will be green.

  Video on

  Video stopped

- **Mute or unmute the microphone for any meeting attendee** – Click the microphone button to mute or unmute the audio for any attendee. When microphone is unmuted, the button will be green. When the microphone is muted, the button will be red with a slash symbol through it.

  Microphone unmuted

  Microphone muted

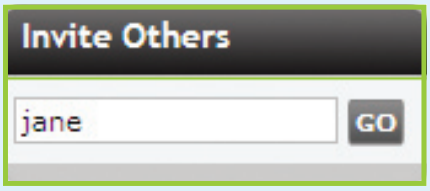
- **Disconnect any meeting attendee** – Click the Connect button to disconnect any attendee from the meeting. When connected, the button will be green and closed. When disconnected, the user disappears from the list.

  Connect

  Disconnect

Allowing an Admin to Control Your Meeting

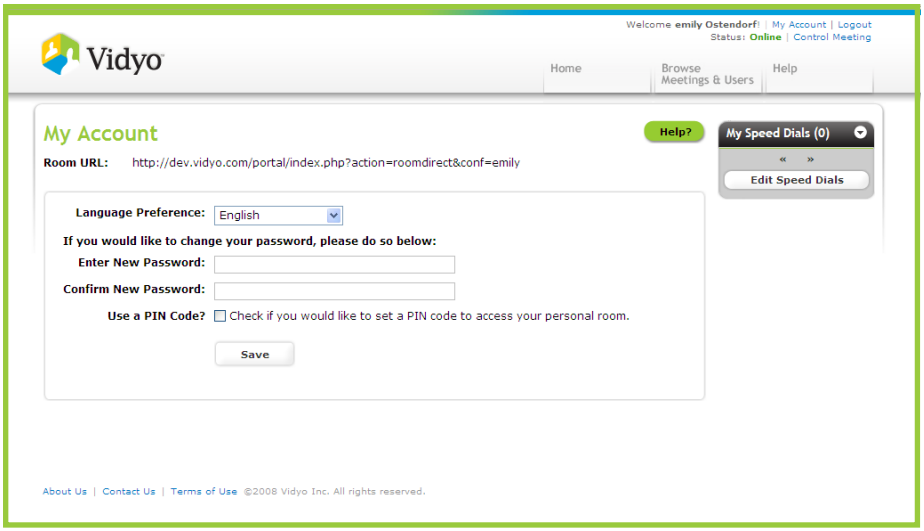
An admin may control your meeting on your behalf. Simply ask the admin to log in to your meeting and the admin can perform all tasks outlined above on your behalf.



Invite Others

Use the *Invite Others* box on the right side of the *Control Meeting* page.

- **To search and invite:** Typing a few characters brings up a list of suggestions of online users.
- You can select from these suggestions or keep typing your full entry.
- After clicking the name of a user or personal room, click the Invite button.
- A prompt will be sent to the user through the Vidyo system, inviting them to call in to the meeting.


Vidyo
Welcome emily Ostendorf! | My Account | Logout
Status: Online | Control Meeting
Home
Browse Meetings & Users
Help
My Account
Help?
My Speed Dials (0)
Edit Speed Dials
Room URL: http://dev.vidyo.com/portal/index.php?action=roomdirect&conf=emily
Language Preference: English
If you would like to change your password, please do so below:
Enter New Password:
Confirm New Password:
Use a PIN Code? Check if you would like to set a PIN code to access your personal room.
Save
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Language Preference

The VidyoConferencing System is available in nine languages:

- Chinese
- English
- French
- German
- Italian
- Japanese
- Korean
- Portuguese
- Spanish

Select your preferred language from the dropdown and click Save.

Changing Your Password

To change your password, enter your new password twice to set it and click the Save button.

Creating a PIN-Protected Room

To set your room to be PIN-protected, check the box that says *Use a PIN Code*, enter your PIN, and click the Save button. Participants will be prompted to type this PIN before being admitted to your personal room, so be sure to share your PIN with invited participants prior to the meeting.